
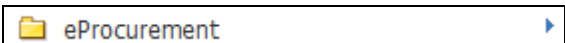
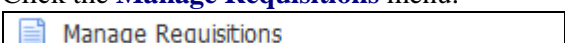
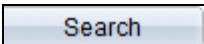
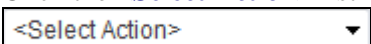
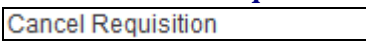

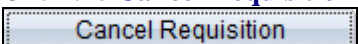


## Canceling a requisition

Step	Action
1.	<p>Begin by navigating to the <b>Manage Requisitions</b> page.</p> <p>Click the <b>Main Menu</b> button.</p> 
2.	<p>Click the <b>eProcurement</b> menu.</p> 
3.	<p>Click the <b>Manage Requisitions</b> menu.</p> 
4.	<p>The default date range is one week. If the date range of the desired requisition is known, modify the <b>Date From</b> and <b>Date To</b> fields.</p>
5.	<p>Enter the desired information into the <b>Requisition Name</b> field.</p>
6.	<p>Click the <b>Search</b> button.</p> 
7.	<p>Select the <b>&lt;Select Action&gt;</b> link for the appropriate requisition.</p> <p>Click the <b>&lt;Select Action&gt;</b> list item.</p> 
8.	<p>Click the <b>Cancel Requisition</b> list item.</p> 
9.	<p>Click the <b>Go</b> button.</p> 
10.	<p>Cancel the requisition.</p> <p>Click the <b>Cancel Requisition</b> button.</p> 
11.	<p>You have successfully canceled a requisition in FI\$Cal.</p> <p><b>End of Procedure.</b></p>